

**MEETING OF THE
BOARD OF LIBRARY TRUSTEES
JANUARY 10, 2017
MINUTES**

Call to Order

Chairperson Adam Delmolino called the meeting to order at 7:19 pm, and in attendance were trustees Heather Calvin, Amy Hampe, Frank Murphy, Joyce Radochia, and Lois Rho. Also in attendance were Andrea Nicolay, library director, and Maura Deedy, assistant library director. Kathy Fennelly attended the meeting virtually.

R.O.L. Architect Recommendation (vote needed)

Ms. Nicolay presented a recommendation that demonstrated how Ann Beha met and exceeded the RFQ requirements in order to enter into contract negotiations with Ann Beha Architects. Ann Beha recently worked on the expansion and renovation of Cambridge Public Library. The Working Group was impressed with the presentation by Ann Beha and the Arlington connection with the firm. The site visit to Cambridge was impressive and exciting. Ms. Nicolay highlighted the collaborative approach of the firm and their iterative design process with clients. Ms. Calvin moved to approve the R.O.L. Architect Recommendation and proceed pursue a contract with Ann Beha Architects. Mr. Murphy seconded the motion. The board approved unanimously. Ms. Nicolay and the board discussed next steps with contract negotiation.

Meeting Room Use Policy (vote needed)

The Meeting Rooms at Robbins and Fox were renovated and the available amenities has changed. The policy was edited to remove redundancies. Ms. Fennelly made a motion approve the policy with suggested edits and subject to further research with regards to use of the rooms by membership based organizations and a return for a final vote at the April meeting. Ms. Hampe seconded the motion.

Approval of Minutes (vote needed)

Trustees reviewed the minutes of the December meeting. Ms. Calvin moved to approve the minutes. Ms. Radochia seconded the motion. The board approved unanimously. Mr. Delmolino and Ms. Fennelly abstained.

Communications

There are no communications received.

Community Time

No members of the community were present.

FY18 Budget Update

Ms. Nicolay met with Sandy Pooler, Deputy Town Manager, regarding the budget increase to the library's salary line. Finance Committee members will be invited to the February Board meeting.

Mid-year Report of Trust Fund Liaison

Mr. Murphy presented the mid-year FY 2017 Trust Funds of expenditures through December.

Mid-year Report of Russell Fund Expenditures

Ms. Hampe presented the mid-year FY 2017 Russell Funds of expenditures July 2016 through December 2016.

Library Marketing Inventory

Ms. Deedy reviewed the Library Marketing Inventory, noting the channels used and frequency of posting and communications.

Director's Report

Ms. Nicolay worked on the FY 18 Budget request, including staff salary calculations. The Holiday Luncheon was a wonderful end of year celebration with library staff. Ms. Deedy has been working on the Arlington Reads Together program and Robbins Library will be bringing Nicole Maines to Arlington for a keynote event. The teen space will be rearranged and additional furniture purchased to increase seating for the heavily used teen area. Ms. Nicolay has been working on the Legislative Breakfast to be held at Sudbury Library on February 17, 2017. Staff have pointed out that motion-detection lights are problematic at times, as the light goes out and it appears the space is off-limits. The energy saving is significant. Numbered posts are needed in the library parking lot as the salt has rendered the numbers hard to see.

Foundation Liaison Update

Ms. Fennelly reported that \$31,280 has been collected from the Annual Appeal, with more to come.

Friends Liaison Update

Ms. Radochia reported that Ms. Nicolay attended the last board meeting and shared news about the Reimagining Our Libraries. Mr. Delmolino reported that the Friends of Fox are hosting a program called Help Preserve History, which caches government websites before the presidential transition. Friends of Fox are interested in working with arts groups on the heels of the successful Arlington Public Art event.

Unanticipated Items

There were no unanticipated items.

Date of Next Meeting: February 13, 2017

The next meeting will be on Monday February 13, 2017.

Adjournment (vote needed)

Mr. Murphy moved to adjourn. Adjournment was approved unanimously. Meeting was adjourned at 9:30 p.m.

Materials Distributed:

- January 2017 Meeting agenda
- Reimagining Our Libraries Recommendation
- Meeting Room Use Policy
- December 2016 meeting minutes
- FY 2017 Trust Funds Mid-year reports
- December 2016 Director's Report
- December 2016 Circulation Statistics
- Marketing Matrix